

Transportation Management Center Pooled Fund Study
Member Conference Call
September 9, 2003

Minutes

1. Introductions and Review of Agenda

Robert Copp of Caltrans and Nick Thompson of Minnesota DOT co-chaired this meeting.

2. TMC PFS Membership Status and Financial

Welcome to new members

- Tom Granda of FHWA welcomed the new members.
- Michael Pilsbury is the lead technical contact for New Jersey DOT.
- Hal Decker is the lead technical contact for the Connecticut DOT.
- Richard Reeves of Texas DOT has retired. Al Kosik will temporarily take his place.

Discuss Commitment for 2003 and 2004

- URS will contact agencies that have not yet committed or obligated FY 2003 funds.
- Tom encouraged members to start obligating funds for 2004.

3. Project Progress Report

Managing Travel for Planned Special Events

- Final technical document is expected to be released in mid/late October.
- Final white paper and materials to support outreach activities will be released in late October.

Coordinated Freeway and Surface Street Operational Plans and Procedures

- Project was delayed to allow additional technical staff to be added to the Contractors team to ensure that the project is completed on a timely basis. Project is now back on track and progress is continuing.
- Initial draft technical document will be delivered next week.
- FHWA and the Contractors team will meet on September 24 to review and discuss initial draft deliverables and project progress.
- Revised draft will be available for project team's review in mid October.
- Next project team conference call is expected in late October or early November.

Configuration Management for TMS, Phase 2

- Currently Contractor is preparing a 508A compliant version of the technical document to meet the FHWA publication requirements.
- Draft versions of the primer, white paper, and outreach materials are available on the project web page for review.

TMC Business Planning and Plans

- Project champion: Robert Copp of Caltrans.
- Project contractor: Kimley-Horn.

- Project kick-off meeting was held on August 12 and was very successful.
- Resources and technical references are available on the project web page.
- Initial annotated outline will be submitted in October. Ming will send notice to project team when it is ready for review. A project team conference call will then be scheduled to review and discuss collective comments on the initial annotated outline.

TMC Concept of Operations and Requirements

- Project champion: Manny Agah of Arizona DOT.
- Project contractor: SAIC and Brian Smith of UVA.
- Project kick-off meeting was held on August 21 and was very successful.
- Resources and technical references for the project are available on the project web page.
- It is anticipated the initial and final annotated outline will be submitted in October and December 2003, respectively.

TMC Operator Requirements and Position Descriptions – Phase 2

- Project kick-off meeting is anticipated in early/mid October.
- Project contractor: Dennis Folds of Georgia Tech.
- Look for volunteers to serve as a project champion. Volunteers should contact Ming or Tom.
- Project scope and contractor's proposal are available on the project web page.
- Delaware recently held a workshop related to the KSA's of TMC technicians and operators. A final report will be available in the near future. Gene Donaldson will forward information to Ming.

Impacts of Dynamically Displaying Messages on CMS

- Project champion: Jeff Galas of Illinois DOT.
- Project contractor: Connie Dudek of TTI.
- Texas A&M University has a simulator to assist in this study.
- Tom plans to visit the facility in October/November. He extended the invitation to the members.
- Project scope and contractor's proposal are available on the project web page.

4. Progress and Schedule of Development of 2004 Project

- Jeff Benson reviewed the development schedule for the scopes of projects selected at the annual meeting in June.
- URS senior technical experts to review the scopes include: Jeff Minnix, Bayne Smith, Joe Stapleton, and Dan Shamo.
- The draft scope for TMC Operations Manual Project will be completed by the end of September. It is anticipated the SOW will be out to FHWA contract office by mid-October.
- URS will prepare and send out a notice to invite participation on the project review team for each project. Such a notice will be sent out after a kick-off meeting is scheduled.
- Project review team may include TMC PFS members, their designated technical representatives, and other TMC interests outside of the TMC PFS.
- Mark Wilson of Florida DOT will check with Lap Hoang for his availability to serve as champion for the TMC Operations Manual Project.

5. Review Draft TMC PFS Communication Plan

- Jeff reviewed the TMC PFS Communication Plan. He provided an overview of the plan using Figure 1.1 and summarized items related to the purpose, objectives, key messages, participants, procedures, and measures.
- Jeff requested members to provide comments on the plan. The plan would be finalized by October, and then URS would proceed with developing outreach and marketing tools described in the plan.
- Jon reminded members to concentrate their review on if appropriate context and measures are provided.

6. Next Meeting

- December 9, 2003 at 11:00 AM ET
 - Key agenda items:
 - Review progress on new projects and overview draft scopes
 - Process and schedule to identify new projects
 - Final Communication Plan and schedule of outreach tools development
- March 9, 2004 at 11:00 AM ET

7. Other Issues

- Jon indicated FHWA is currently testing ramp metering algorithm that allows dynamically changing metering rates. He would provide more information to the members in mid/late October.
- Robert shared his concern regarding low attendance for the call. He suggested URS to conduct a survey to seek for ways for improvement. Jon will work with Jeff and Ming to develop a systematic process to obtain feedback from members.
- URS to develop a survey to send to members along with the minutes.

Action Items:

1. *URS will contact agencies that have not committed or obligated FY 2003 funds.*
2. *Volunteers to champion the TMC Operator Requirements & Position Descriptions – Phase 2 to contact Ming-Shiun Li or Tom Granda.*
3. *Gene Donaldson to provide the final report on TMC technician KSA's workshop Ming-Shiun Li.*
4. *URS to prepare and send out notices to invite participation on project review teams when kick-off meetings are scheduled.*
5. *Mark Wilson to check with Lap Hoang for his availability to serve as champion for the TMC Operations Manual project.*
6. *Members to provide comments on Communication Plan to URS by September 16.*
7. *URS to prepare a survey to send to members along with the minutes.*

**Transportation Management Center Pooled Fund Study
Quarterly Conference Call, September 9, 2003
Attendees**

<u>Name</u>	<u>Representing</u>
Robert Copp	Caltrans
Gene Donaldson	Delaware DOT
Mark Wilson	Florida DOT
Jeff Galas	Illinois DOT
Mark Newland	Indiana DOT
James Schultz	Michigan DOT
Nick Thompson	Minnesota DOT
Michael Pilsbury	New Jersey DOT
Todd Szymkowski	Wisconsin DOT
Jon Obenberger	FHWA
Tom Granda	FHWA
Jeff Benson	URS
Ming-Shiun Li	URS